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Office Memorandum • CONFIDENTIAL UNITED STATES GOVERNMENT**TO : Comptroller****DATE: 1 July 1960****FROM : Acting Chief, Financial Analysis Staff****SUBJECT: Source Material for Speeches on Office of the DD/S**

1. For purposes outlined in the DD/S memorandum of 24 June 1960 on the captioned subject, FAS major functions for consideration are outlined as follows:

a. Analysis of Financial Data

- (1) Review of operating reports to reveal areas of marked change or of interest to management.
- (2) Studies aimed at determining whether or not transactions are being properly recorded in compliance with Agency, Bureau of the Budget, General Accounting Office, or Treasury Regulations.

b. Design of Reports

- (1) Developing formats for reports and charts that will convey information essential to the needs of management at its various levels in measuring progress or position and supplying the basis for forecasts of financial requirements.

c. Development of a Revised Reporting System

- (1) The development of a system of reporting to management in a brief and condensed form, and utilizing the potential of Electronic Data Processing equipment is in the planning stage.

2. Although none of these functions can be considered essential for inclusion in a talk at the Clandestine Services Review Course, it may be advantageous generally to the Office of the Comptroller and to FAS in particular if the functions of "Design of Reports" and "Development of a Revised Reporting System" were more frequently publicized. Suggestions from components throughout the Agency indicating their separate needs for financial data would prove extremely helpful to FAS in its considerations of these matters.

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